

MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES

The fundamental reason the Management Assistant exists is to perform highly responsible staff assistance to the Mayor and executive staff, relating to a wide range of municipal issues. This classification may supervise as assigned. Work is performed under general supervision by the Executive Assistant.

ESSENTIAL FUNCTIONS

Plans, organizes, controls and coordinates reports and other workflow.

Ensures compliance of regulations and procedures in the planning and organizing of workflow.

Makes independent decisions on problems encountered within a specific department.

Reviews policies and procedures, makes recommendations for changes.

Collects data and carries out research projects.

Performs fiscal, statistical and personnel duties, assists in budget preparation.

Follows up on divisional or department assignments to determine progress or the extent of completion; summarizes and prepares analysis of department activities.

Communicates orally and in writing with citizens regarding complaints or requests in accordance with City policies and regulations. Writes routine correspondence.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of public administration.

Municipal finance and accounting.

Ability to:

Establish and maintain tactful and effective working relationships with City officials, other employees, and the general public.

Comprehend and make inferences from written material and/or verbal and written instructions.

Operate a variety of standard office equipment such as a PC, copy and fax machines, telephone and 10-key requiring continuous and repetitive arm, hand and eye movement.

Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's Degree in business or public administration, management, or related field and two years of administrative or management support experience in a government agency.

FLSA Status: Exempt

HR Ordinance Status: Unclassified